

SEND @ MHPS

Easy Read Guide for Families



Our aims



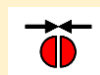
BELONG

Every child belongs.



LEARN

Every child can learn.



TOGETHER

Families and school work together.

About this guide

This is an easy-to-read version of our SEND Policy. It gives the main information for families. The full policy is still the school's formal policy.

Please ask us if you want help to read this guide.



Who can help?

You do not have to manage worries on your own.



TEACHER

Your child's class teacher is the first person to speak to.



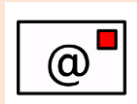
SENDCO

Mrs Wilson is the school SENDCo. The SENDCo leads and checks SEND support.



SCHOOL

Phone 0116 2356350 to ask for a meeting.



EMAIL

Email:
office@dsatmowmacrehill.org

Tell us what you need

You can ask for simple words, a paper copy, more time, or help to understand information.



What does SEND mean?

SEND means Special Educational Needs and Disabilities.



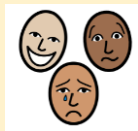
TALK

Communication and interaction: talking, listening, understanding, or joining in.



LEARN

Cognition and learning: reading, writing, maths, memory, or learning new skills.



FEELINGS

Social, emotional and mental health: feelings, behaviour, friendships, or coping.



SENSES

Sensory or physical needs: hearing, vision, movement, or other physical needs.

Every child is different

A child may have needs in more than one area. Needs can change over time.



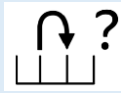
How do we notice a need?

Teachers check the progress and development of every child.

- ✓ We use information from parents and earlier settings.
- ✓ We look at learning, communication, feelings, friendships and physical needs.
- ✓ We notice when progress is slower than expected.
- ✓ We look at the whole child, not just test scores.
- ✓ We talk with parents when there is a concern.

Important

Disability, low attendance, health needs, learning English, family circumstances or being in care do not always mean a child has SEND. We still look carefully at what help the child needs.



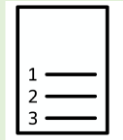
What happens next?

Assess • Plan • Do • Review



ASSESS

We find out your child's strengths and needs.



PLAN

We agree clear goals and the help to be given.



DO

The teacher and staff give the agreed support.



REVIEW

We check progress and decide the next step.



This cycle is repeated.

Support becomes more detailed if your child needs more help.

Parents and children are part of this

We listen to your views. We also help your child share views in a way that works for them.



How may school help?

- ✓ High-quality teaching that is changed to meet need.
- ✓ Visual support and clear routines.
- ✓ Extra practice, pre-teaching or small-group work.
- ✓ Support for speech, language, feelings or friendships.
- ✓ Special equipment or changes to the classroom.
- ✓ Advice from a specialist when needed.

The class teacher stays responsible

The class teacher is responsible for your child's learning and progress, even when another adult gives support.



REVIEW

We review SEND Support each term. Children's PPP's (Personalised Provision Plans) are shared with families three times each year.

Autumn 2; Spring 2;
Summer 2



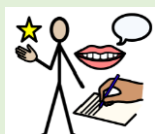
Specialist help

Sometimes school may ask another professional for advice.



MIND

Educational psychologist or CAMHS.



TALK

Speech and language therapist.



MOVE

Occupational therapist or physiotherapist.



HEAR / SEE

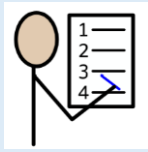
Specialist teacher for hearing, vision, physical or multi-sensory needs.

We will talk with you first

Specialist services are contacted with parent agreement. The SENDCo records and shares the advice.



SEND Support, funding and EHCPs



SEND LIST

The SEND register is the school's record of children who need special educational provision.



FUNDING

School uses its budget to support children. If much more support is needed, school may ask Leicester City Council for top-up funding.



EHCP

An Education, Health and Care Plan is for a child who may need a high level of support across education, health or care.

School and parents can share evidence and views. Leicester City Council makes decisions about an EHCP needs assessment and whether to issue a plan.



Read about the EHCP assessment process

Point your phone camera at the square. Then tap the link.



Working with families and children

- ✓ We welcome families and listen carefully.
- ✓ We share information in a clear way.
- ✓ We involve parents in decisions.
- ✓ We keep a record of agreed actions and share it with you.
- ✓ We ask children what helps, what is hard, and what they hope for.
- ✓ We support children to take part in reviews in a suitable way.
- ✓ We plan carefully when children move class, school or phase.

Your knowledge matters

You know your child well. Please tell us what works at home and what your child finds difficult.



Other important support



MEDICAL

Children with medical conditions are supported to take part in learning, PE and trips safely. Some children may also have SEND.



BULLYING

We work to reduce bullying. Children can use Worry Monsters around school or speak with a trusted adult or the Wellbeing Team.



PRIVACY

SEND records are treated as private and stored securely.



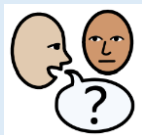
ACCESS

School plans reasonable changes so disabled pupils can access school life.



TRAINING

Staff receive training so teaching and support can meet children's needs.



Frequently asked questions

Q: I am worried about my child. What should I do?

A: Speak to the class teacher first. You can also ask to meet the SENDCo if it is a significant concern.

Q: Does SEND Support mean my child has an EHCP?

A: No. Most support can be given without an EHCP. An EHCP is the highest form of support that can be given and are usually when a child would need a place in a specialist school.

Q: Will I be told before my child goes on the SEND register?

A: Yes. School will talk with you when special educational provision is being made.

Q: How often will we review support?

A: Support is reviewed each term. Families are invited to discuss this support from a child's PPP three times each year.

Q: Can my child come off the SEND register?

A: Yes. This may happen when progress is secure and SEND Support is no longer needed. School will discuss this with you.

Q: Can school ask specialists for advice?

A: Yes. School will discuss this with you first and seek your agreement before a referral.

Further questions

Q: What if English is not my first language?

A: Tell school what would help. We will try to make information easier to understand.

Q: Who decides if my child gets an EHCP?

A: Leicester City Council makes the final decision.

Q: What if I disagree with school?

A: Please speak to the teacher, SENDCo or Headteacher first. If the concern is not solved, use the school Complaints Policy.

Q: Can I see the full SEND Policy?

A: Yes. It is on the school website. You can also ask the office for a paper copy.

Q: Who checks SEND in school?

A: The SENDCo, Headteacher and Advisory Board monitor SEND provision and the use of resources.



Useful links

Scan the QR codes with a phone camera.



Leicester City SEND Local Offer

Point your phone camera at the square. Then tap the link.



What to do if you think your child has SEND

Point your phone camera at the square. Then tap the link.



How SEND support works in school

Point your phone camera at the square. Then tap the link.



Mowmacre Hill Primary School website

Point your phone camera at the square. Then tap the link.

Need help to use a QR code?

Bring this booklet to the school office. A member of staff can help you find the information.



Our promise to families



LISTEN

We will listen to children and families.



INCLUDE

We will help every child to belong.



SUPPORT

We will plan support carefully.



REVIEW

We will check what is working.



TOGETHER

We will make decisions with families.

Together, we can help every child thrive.

Document note

Prepared from the school SEND Policy 2026-27. Review due September 2027. This easy-read guide supports understanding but does not replace the full policy.